CATC REPORT
Tips For Looking For Employees With Too Few Hours

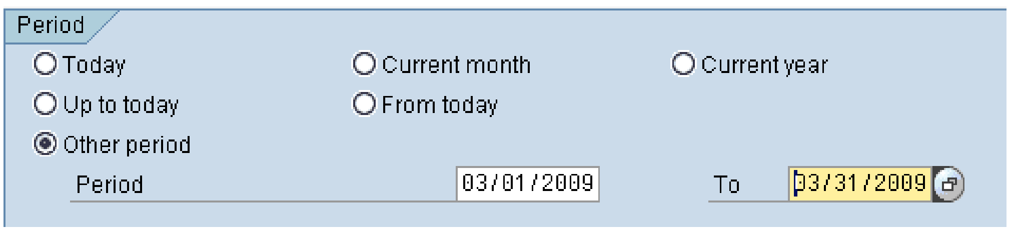
TRANSACTION CATC

The CATC report offers the ability to compare reported time against planned hours and indicate whether certain conditions have been met. Due to the large number of input fields, the selection screen can appear overwhelming. This Job Aid covers one common scenario -- trying to identify whether an employee has not reported enough hours.

> **TIP:** Only approved hours will be represented in this report. If hours have been released for approval, but not yet approved, they will not show up here. (Use the CATS_DA report to see all times that have been entered, regardless of status.)

SELECTION CRITERIA SECTIONS

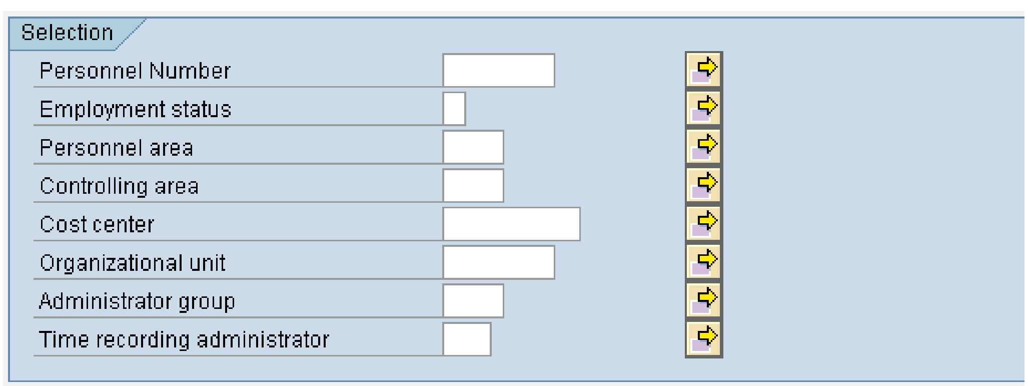
Period



Enter a date range for the *Other period* radio button by filling in the *Period* and *To* fields.

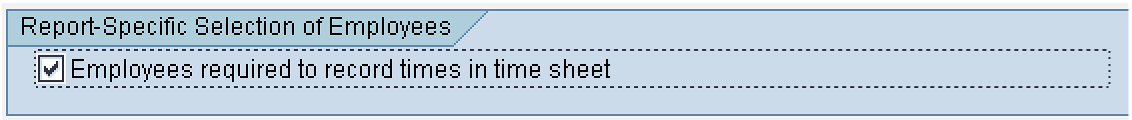
> **TIP:** The results will look better if these dates line up with the start and end of the employees' overtime periods.

Selection



Enter the criteria by which the employees should be selected. Common entries would be one or more Personnel Numbers or by Org Unit.

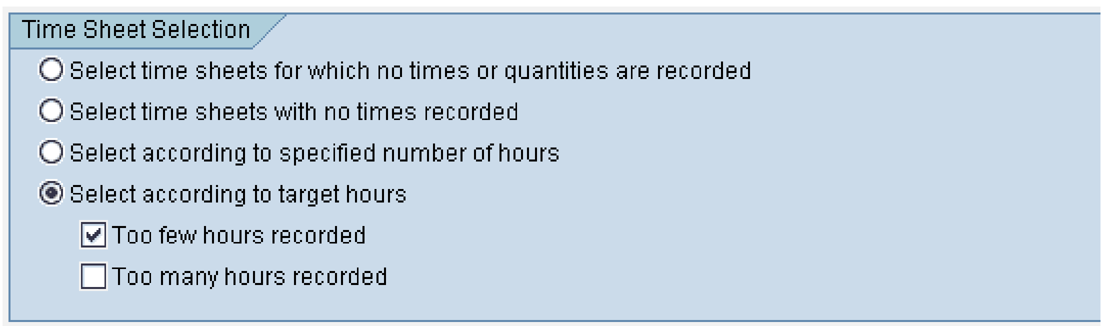
Report-Specific Selection of Employees



Check this checkbox.

> **TIP:** *Employees required to record time in time sheet* only refers to positive time employees. Negative time employees are not required to enter time worked, only exceptions.

Time Sheet Selection



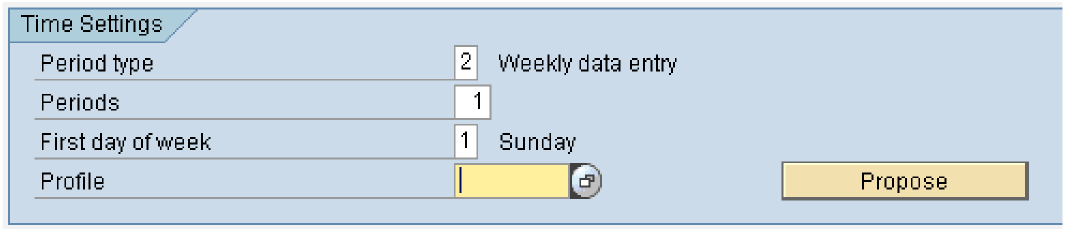
Check the *Select according to target hours* radio button and the *Too few hours recorded* checkbox.

> **TIP:** The checkbox for *Too many hours recorded* is used to identify those employees with more hours than their planned hours total. It can be used in addition to or instead of the *Too few hours recorded*. For this example, we are just looking for employees with too few hours recorded.

Selection Control

Select the *Apply selection criteria to period* radio button.

Time Settings



Enter the *Period type*. Always use value **2**.

> **TIP:** Using value **2** will cause the report to total hours for multiples of a 7-day period on each row. See the next field *Periods* for the multiplier value.

Enter **1** in the *Periods* field.

> **TIP:** This value will multiply the value in the previous field. For 7-day employees, always use the value **1**. For example, if you enter 2 here, and chose *Weekly data entry* in the *Period type* field, the report will display totals for a 14-day period on each row.

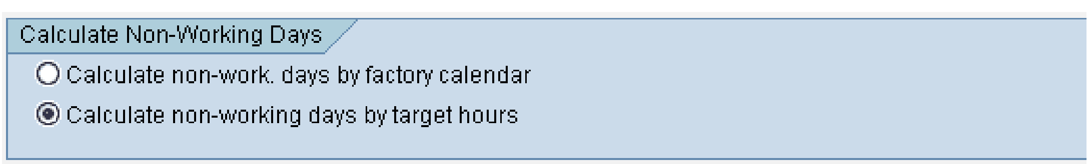
> **TIP:** For 28-day employees, enter the value **4** in the *Periods* field. Make sure the specified date range begins on the first day of a 28 day overtime period. Make sure the next field is set with the correct day of the week for the first date of that date range. This will cause the report to total the hours for each overtime period on its own row.

Enter the value that corresponds to the first day of the employee's weekly overtime period.

> **TIP:** Use the drop-down menu to see the list of values.

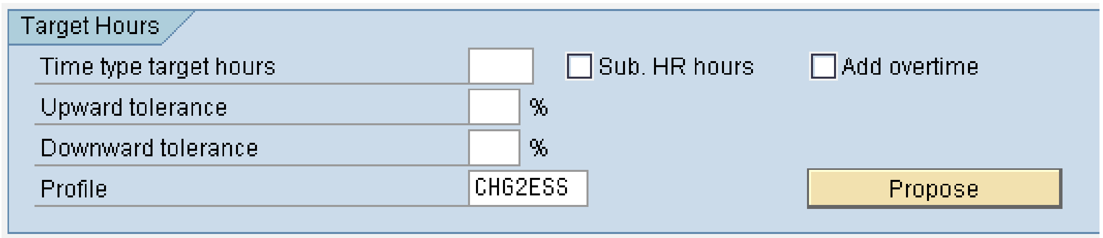
A value may show up in the *Profile* field, but it should not matter. It can be left alone.

Calculate Non-Working Days



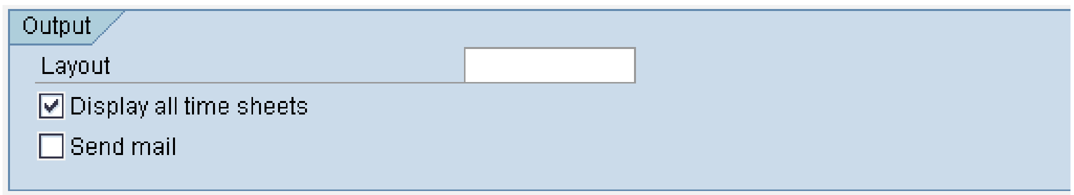
Select the *Calculate non-working days by target hours* radio button.

Target Hours



Leave these fields empty. The *Profile* field may populate with a value – it can be left alone.

Output



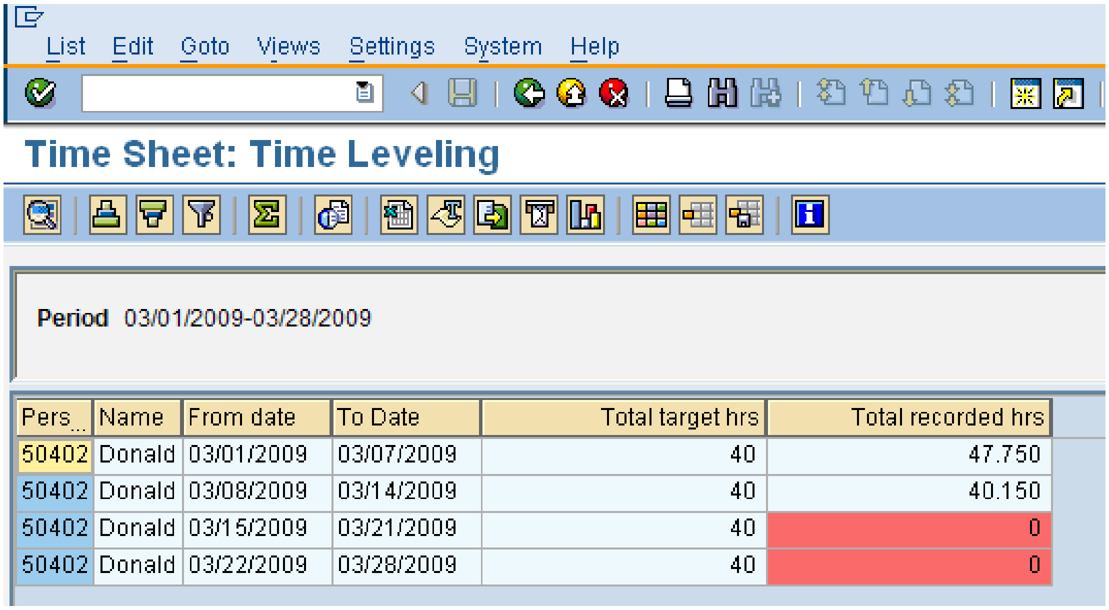
Check the *Display all time sheets* checkbox.

> **TIP:** This will cause the report to show rows that do match the planned hours and are not identified as exceptions. It is usually less confusing if you can see everything at the start. You can rerun the report with this checkbox not selected to get just a list of the periods that do not meet your criteria.
>
> **TIP:** You may save your entries as a variant. This will allow you to populate fields with your agency's information instead of re-entering your selections each time. For more information about saving variants, please refer to the Quick Reference guide Create Selection Variant on BEACON Help in the General Information > Quick References folder.

Running the report

Click the Execute button  .

View the results:



Pers...	Name	From date	To Date	Total target hrs	Total recorded hrs
50402	Donald	03/01/2009	03/07/2009	40	47.750
50402	Donald	03/08/2009	03/14/2009	40	40.150
50402	Donald	03/15/2009	03/21/2009	40	0
50402	Donald	03/22/2009	03/28/2009	40	0

Note that the cells in the *Total recorded hrs* column are flagged in a red color if that value is less than the value in the *Total target hrs* column. This is a result of the specific selection criteria we used in our example.

> **TIP:** Only "approved" hours will be represented in the *Total recorded hrs* column. If hours have been released for approval, but not yet approved, they will not display here. (Use the CATS_DA report to see all times that have been entered, regardless of status.)